



**CALIFORNIA ENVIRONMENTAL PROTECTION  
AGENCY  
OFFICE OF THE SECRETARY**

***CAREER EXECUTIVE ASSIGNMENT***

**POSITION:** ASSISTANT SECRETARY FOR FISCAL AND ADMINISTRATIVE PROGRAMS  
**LEVEL:** CEA 3  
**SALARY:** \$8,030.00 - \$8,854.00  
**FINAL FILING DATE:** JANUARY 27, 2006

**POSITION INFORMATION**

Under the general direction of the Secretary, California Environmental Protection Agency (Cal/EPA), advises on and develops uniform Agency-wide policy on fiscal, administrative and program issues relative to the Cal/EPA and its constituent organizations. The position serves as a member of the Secretary's Executive Staff and possesses the overall responsibility for the development, implementation, and ongoing supervision of the fiscal management, procurement, human resources and other administrative policies and procedures of the Cal/EPA and its Boards, Offices and Departments.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

**Either I**

Must be a civil service employee with permanent civil service status.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

**Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.
- Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formation, operation, and/or evaluation of program policies and

organizational budgets. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

## EXAMINATION ANNOUNCEMENT

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#### DESIRABLE QUALIFICATIONS

Applications will be screened and evaluated on the basis of the candidate's ability to meet the following desirable qualifications:

- Supervisory/Managerial experience that has demonstrated leadership, creativity, and sound judgment in directing a complex fiscal or administrative program.
- Specific knowledge of federal, state, and local administrative and fiscal practices and rules.
- Knowledge of current state environmental programs and issues.
- Ability to establish and maintain effective working relationships with federal, state, and local officials, legislators, and stakeholders.
- Well-developed interpersonal skills and the ability to communicate effectively.
- Ability to formulate and implement sound policy recommendations.
- Experience in programs and operations of the Cal/EPA.
- Specific knowledge of the state budgetary and legislative processes.

#### EXAMINATION PROCESS



The application form submitted **MUST** be accompanied by a Statement of Qualifications detailing the experience, knowledge, ability or potential to meet the Desirable Qualifications. The Statement of Qualifications should be no longer than two pages. (Resumes are optional and do not take the place of the Statement of Qualifications.)

A CEA Review Panel will screen all qualified job-related education and experience in relation to other qualified applicants. Should the review panel find it necessary, interviews of the most qualified candidates may be conducted. The review panel will then provide its evaluation of the competitive group to the Secretary who will make the final selection.

Each candidate will be assigned a rating and will be notified in writing of their final score. In order to be successful in this examination, a minimum rating of 70.00% must be attained. The results of this examination will be used solely to fill the position identified on this examination announcement.

#### FILING INSTRUCTIONS

All interested applicants should submit a standard State Application form (Std. 678), a resume, and the Statement of Qualifications detailing how they relate to the Desirable Qualifications to the California Air Resources Board, Human Resources Branch, 1001 "I" Street, Sacramento, CA 95814, Attention: Lynn Wilkerson by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Lynn Wilkerson at (916) 322-8205.

<p>For vacancy and exam information contact:</p>  <p><a href="http://www.arb.ca.gov/jobs/job.htm">www.arb.ca.gov/jobs/job.htm</a></p>	<p>TTY/TDD/Speech-to-Speech users may dial 711.</p>  <p>The California Relay Service.</p>	<p>For reasonable accommodations, please call (916) 323-4916</p> 	<p>An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</p> <p>It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.</p>
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